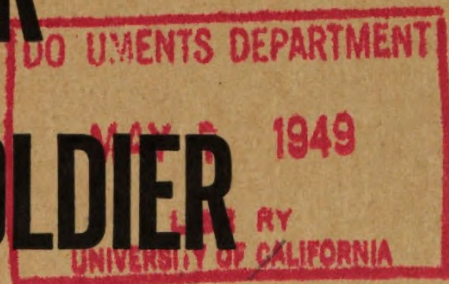


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PERSONAL CONDUCT FOR THE SOLDIER



DEPARTMENT OF THE ARMY PAMPHLET
21-41

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PERSONAL CONDUCT
FOR
THE SOLDIER



DEPARTMENT OF THE ARMY

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BY ORDER OF THE SECRETARY OF THE ARMY:

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FOREWORD

With your entrance into the Army, you start a mode of living somewhat different from that encountered in a civilian community where the daily life of the individual can be as private as one cares to make it. In the Army, however, you live in close association with others from many different walks of life. The degree of success and contentment you attain while in the Army will depend to a great extent on the consideration you show to others and they to you.

This book outlines a code of personal good conduct which is as applicable to the civilian as to the soldier. You are familiar with most of the items covered in it. However, a review of these principles will stand you in good stead, and, if followed, will help you not only during your stay in the Army, but throughout life.

OMAR N. BRADLEY

Chief of Staff, United States Army



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CHAPTER 1

MANNERS

IN GEORGE WASHINGTON'S TIME



Figure 1. Washington wrote a book on manners.

George Washington wrote a book on manners. He called it *Rules of Civility and Decent Behavior in Company and Conversation*. Here is the first rule: "Every Action done in Company, ought to be with Some Sign of Respect to those that are Present." Here is his last, which can stand all alone as a guide to good manners: "Labour to keep alive in your Breast that Little Spark of Celestial fire called Conscience."

Most of the rules are based on consideration for others and self-control. If a man is considerate of others and in *control of himself*, his manners are usually good even though he doesn't know a dessert spoon from a soup ladle. Many of George Washington's rules are as good now as when they were written. This is because they are based on sound principles.

COMMON SENSE COURTESY

Courtesy and manners are based upon just plain common sense consideration for others. Our manners show, in a way, the respect we have for our country, Army, ourselves, family, friends, and for those whom we meet. Other persons form their opinions of us or evaluate our character or temperament by comparing our behavior with the behavior of their friends. People



Figure 2. *Manners and customs change to some extent with the times.*

as a rule are not normally rude or discourteous to those they love or respect.

Manners, customs, and personal behavior differ in localities, States, and other countries, yet all peoples have some type of manners. They do not always express themselves alike, and are not always understood. Some, of course, do not concern themselves with manners of better taste, and some may think themselves smart to be conspicuous by display of plain bad manners. Some learn from their mistakes; others never do *until no one cares whether they do or do not*.

Manners and customs change to some extent with the times and differ in various parts of the world. Our grandfather drank his coffee from the saucer; we drink ours from the cup. The Polynesians rub noses when they meet their friends; we shake hands. George Washington wore a wig and knee breeches;



Figure 3. Our grandfather drank his coffee from the saucer.

grandfather wore high button shoes and grandmother wore a hoop skirt or a bustle. Our grandparents followed the customs of their times; we follow the customs of our time. It's just common sense to conform to the accepted customs and rules of our day. It is not difficult for a person to learn to follow the customs of good taste. The man who wishes to do the right thing by his friends and fellow workers will have many friends.



Figure 4. Polynesians rub noses when they meet friends.

RESPECT FOR OTHERS

A well-mannered man generally respects people of all races, nationalities, and religious faiths. He is a citizen of a country that is the "melting pot" of the world. Immigrants came from every land the sun shines on. Some were white; some were black; some were yellow; and some were brown. There were

Catholics, Protestants, Jews, persons who professed some other faith, or persons who professed no faith. But all these became Americans. In 1776 the Congress of the Thirteen Colonies adopted the Declaration of Independence, which said, "We hold these Truths to be self-evident, that all Men are created equal, that they are endowed by their Creator with certain inalienable rights." Upon the principles set forth in that declaration, our country, whose Constitution guarantees freedom under moral law, was organized.

In the past, some wars have been started by ill-mannered tyrants who believed their countries and their people superior to all other countries and all other people. They didn't believe in consideration for others. It was much too late when they learned that lack of respect for others doesn't pay. The person who thinks that his crowd, race, religion, country, or State is the only one, is fanatical and overbearing where the



Figure 5. Dictators do not believe in consideration for others.

rights of others are concerned. He does not believe in the principles of a just form of government.

You may know some ill-mannered fellow that society could very well do without. He has unpleasant names for people of other races, nationalities, or religious faiths. When someone outside his own circle does something he doesn't like, he has a ready-made name for them. "What else can you expect of that so-and-so?" he says. Perhaps he doesn't wait to be displeased but calls persons who are members of other groups "so-and-so's" because he is prejudiced against them. If South Sea Islanders who have known only South Sea Islanders have respect for no race or religion except their own, their ignorance can be forgiven. Americans, however, who live among people from all parts of the world, have no excuse for being ignorant, intolerant, or prejudiced against any class of people. Each has a right to choose his friends and is entitled to civil respect from all others.



Figure 6. Prejudice can work both ways.

LOYALTY

You can respect the rights of other races and countries and still be loyal to your own. The man who isn't proud of his people and his country does not respect himself nor will he be respected. Intelligent Americans who love America can understand why the English love England, why the Chinese love China, and why the Brazilians love Brazil. You can be proud of the country your forefathers came from and still be a loyal American.

Character and the kind of behavior we're talking about go hand in hand. Character is made up of *honor*, *truth*, and *loyalty*, which are very closely related. The lack of these characteristics is easily detected through observation of one's conduct and behavior.

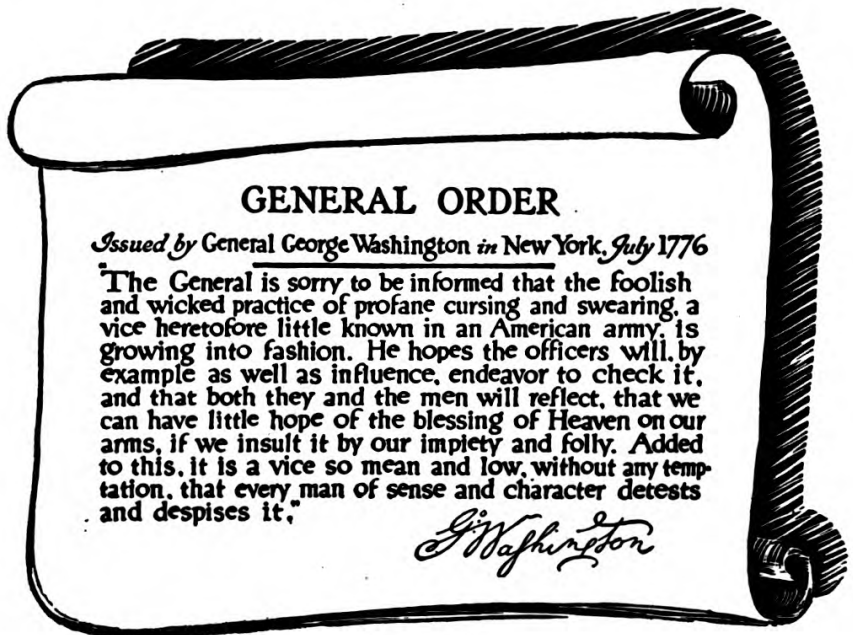


Figure 7.

RESPECT FOR MEN UNDER YOU

Your leadership ability will be largely determined by the treatment accorded your subordinates. It will be well to observe a cardinal rule of George Washington—"Use no reproachful language against anyone; neither curse nor revile." Your courtesy toward your supervisors is necessarily marked by more formality than is used toward your equals, or those whose position is lower than yours. Don't let this becloud the essential fact that your treatment of others reflects your character, not their relative position. You may be as informal as the occasion permits but maintain your own standards of courtesy in dealing with all people. Courtesy shown persons under you builds up their self-respect, aids them in maintaining their individual dignity, and earns their loyalty. But above all, it marks you as a considerate person. No one can misconstrue your courtesy to your supervisors if you are equally thoughtful, if less formal, toward those who hold equal status with you or those under your supervision.

TACT

A man who uses tact is usually well-mannered and very likely to succeed in any job which requires him to deal with people. Tact is somewhat like charm, hard to define, but very important. Charm may be a part of one's natural characteristics, as well as tact to a certain degree, and both may be acquired. Each can be cultivated and improved. Briefly, tact is the skillful use of your personality and common sense in dealing with others. You can be tactful by the careful



Figure 8. Charm can be cultivated.

application of your mind and manners in dealing with people.

That you don't mean to give offense is a poor excuse. Someone has said that a gentleman never offends unintentionally. There may be occasions when it is right intentionally to hurt a person who deserves to be hurt. It's downright stupid, however, to go through life unintentionally hurting people and consequently making enemies for yourself. You don't have to tell the homely girl that you came to see her "pretty sister." An old friend you haven't seen for years isn't made any happier by hearing that he's aged so much that you scarcely know him. It's better to use a little flattery than to be utterly tactless.

"The finest thing a man can do is to change his mind if he thinks it right. God alone is never wrong."

—Marshal Foch.



Figure 9. You don't have to tell the homely girl that you came to see her "pretty sister."

SELF-CONTROL

When you lose your temper, you do and say things that you regret—that you may regret till the end of your days. Even if you don't knock a man down or insult a woman, you make a fool of yourself every time you let the old mind and body get out of control. Temper is a fine thing if it is your servant and not your master. It isn't always enough to count ten before you speak. Maybe a good night's rest will help you to regain your self-control. If you lose self-control, you're like a ship without a rudder. You are sure to be knocked about, and you haven't much chance of getting into port.

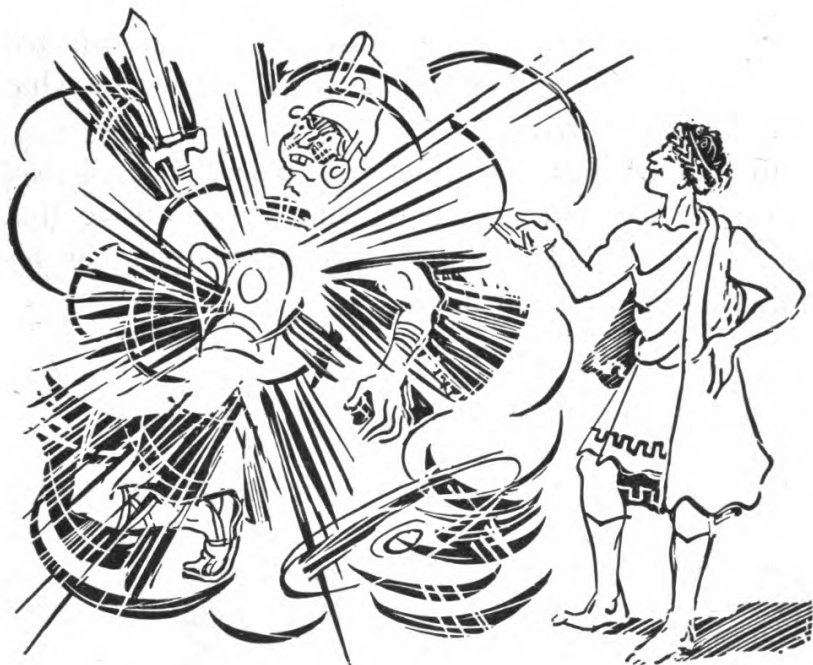


Figure 10. An angry man will destroy himself.

SENSE OF HUMOR

A sense of humor often saves you from making a fool of yourself. By saying something funny when an argument is becoming hot, you may prevent someone from getting hurt. The fellow who can't laugh at himself, who can't laugh in the right way at his friends, and who can't see the funny side of life, has a hard time.

A man with a sense of humor doesn't run around with a chip on his shoulder or his heart on his sleeve. Because he doesn't expect to be insulted, he's hard to insult. A sense of humor protects its owner like feathers protect a duck's back and lets small showers of abuse roll off. The person who knows how to laugh

always has one good way out of difficulties: he can laugh. He's a hard man to insult, for you can tell from the twinkle in his eye that he's amused at what you're trying to say.

But humor has its time and place. Of all bad manners, the worst is making fun of something that another person holds sacred—like his religion, or his family, or his national heroes.

Did somebody give you a pat on the back?

Pass it on!

Let somebody else have a taste of the snack,

Pass it on!

—Edmund Vance Cooke

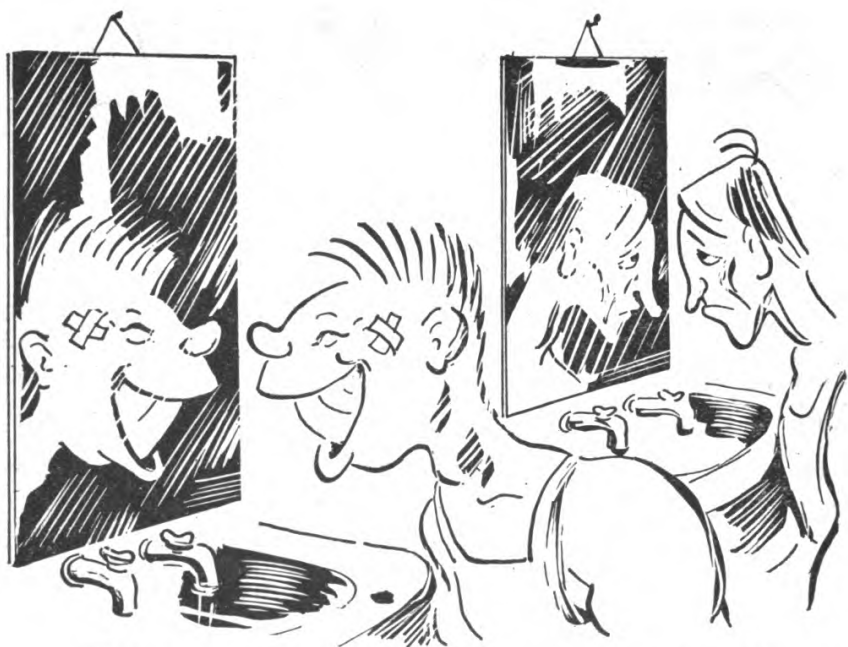


Figure 11. The fellow who can't laugh at himself has a hard time.

The man who laughs at everything is as much of a bore as the man who behaves like the chief mourner at a funeral.

RESPECT FOR WOMEN

Beware of the man who speaks disrespectfully of women. Your sister or one of your friends may be his next victim. It is unlawful to slander, and the guilty are punishable by law. The fellow who believes everything he hears is little or no better than the one who does the slandering. Refrain from the habit of "loose talk" as it is a dangerous practice.

In the Army you will frequently see members of the Women's Army Corps (WAC). Accord them the same respect and courtesies you extend male officers, noncommissioned officers, and other enlisted personnel. They are doing a fine job and have established an excellent record in the Army.

Respect for women is an American tradition. Your disrespect may not always hurt women, but it may hurt you. There are some men who argue that women

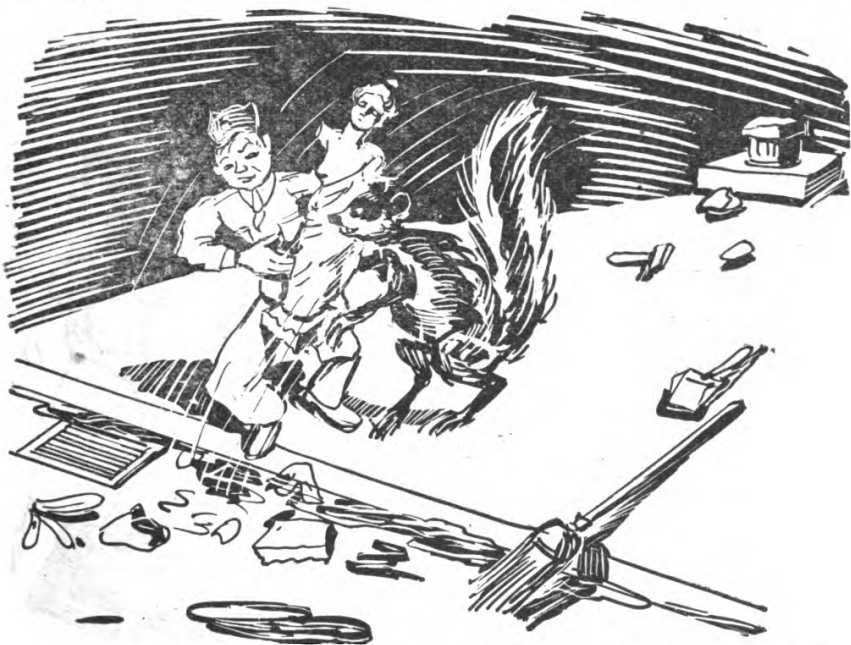


Figure. 12. Do not be misled by loose-talking scoundrels.

have stepped off their pedestals and don't deserve to be respected. You should be considerate of women, for you have some pretty close relatives in the group. Your mother is a woman; your wife or the girl you're planning to marry is a woman; and in future years you may have daughters and granddaughters. Do not be misled by loose-talking scoundrels.

APPEARANCE

Other Department of the Army publications explain how to dress. If you are the right kind of soldier you will take a great deal of pride in your uniform and the way you wear it. You will keep it pressed and repaired and you will soon note that the neat well-pressed soldier is the one who is most respected and receives the best treatment. You will find that pride of uniform goes hand-in-hand with pride of country and pride of the Army.



Figure 13. People judge you by your appearance.

BRAGGING

The well-mannered man is popular, and he has a good time. Perhaps politeness will not take you around the world, as you have often heard that it will, but it will make the going much easier. Certainly, bragging will not carry you very far. Bragging, as you have probably noticed, is usually done by one who is trying to cover a feeling of inferiority. He knows he is "small fry," but he wants you to think he is a "big shot." Don't be the "fall guy" for his tall tales as you will soon learn that he is a "fake."



Figure 14. Bragging is usually done to cover an inferiority complex.

George Washington had a rule that read: "A Man ought not to value himself of his Achievements, or rare Qualities of wit; much less of his riches, Virtue or Kindred." Others will evaluate your character.

THE COURTEOUS LEADER

Most great leaders are kind and courteous. They have followers who work hard and they wouldn't have followers if they weren't loved and respected. A man can work alone if he's studying the stars, writing a book, or painting a picture; but no man can lead without followers. Leadership in the Army is not unlike leadership in civilian life. The leader who treats his men badly will find that his men behave badly. Men will work and fight to the finish for a man they admire and respect.

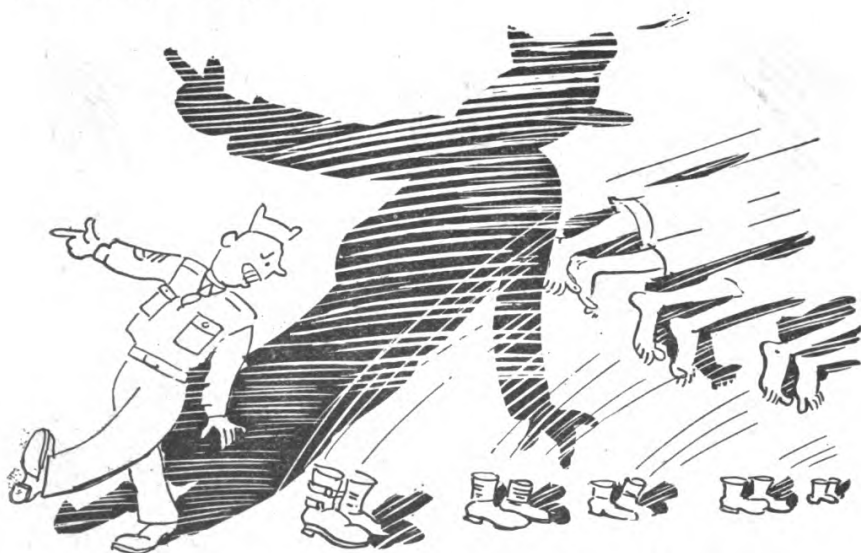


Figure 15. No man can lead without followers.

Clearly the good manners contribute to self-respect, pride in outfit, morale, and to the efficiency of the Army in peace or in war. From recruit to general, the man who is courteous is a better soldier than the man who isn't. A courteous attitude toward all races, nationalities, and religious faiths helps a man get along with people.

MANNERS AND GOOD WILL

Maybe you don't think it's important to be popular with civilians; but if you aren't, you can lead a dreary life outside of an Army post. You may recall the sad poem that Kipling wrote about poor, unpopular Tommy Atkins, the British soldier:

*"I went into a public 'ouse to get a pint o' beer,
The publican 'e up and sez, 'We serve no red coats
here'."*

Possibly Tommy's manners weren't acceptable. Certainly, if yours aren't, civilians will be treating you as Tommy was treated. Although honesty, loyalty, courtesy, and other virtues are the best policy to follow, one should do so as a matter of principle rather than a means to an end. Courtesy reflects credit on the Army, and its personnel is better off if they have the good-will of civilians.



Figure 16. Courtesy makes friends.

At times, troops are stationed in many countries and places that have been visited by few Americans. If you are so assigned you'll find it profitable to make friends—not enemies. Personal conduct is even more important abroad than in our own country.

CHAPTER 2

BEHAVIOR IN GARRISON AND FIELD

GETTING ALONG WITH MEN

Uncle Sam's soldiers ordinarily have comfortable quarters, where they can lead pleasant, normal lives if they observe the rules of common courtesy. When you entered the Army, you moved from a little house to a big house where you live closely with dozens of other men instead of living with your family or with relatives or friends.

There can't be happiness in a cottage or a mansion if people who live there don't have consideration for each other and a common interest in the place. If you are a member of a large family, you know what disturbance can be caused when the rights of individuals are violated. It is much the same in the Army house; you will be expected to cooperate and assume your share of the work in keeping it a fit place in which to live. Other men will not stand for your shirking your share of the work.

If you want to be happy and be a success as a soldier *you must learn to get along with men*. Learning to live and work with others may be the most important lesson of your whole life. The Army is an excellent place to learn such a lesson.

IN THE BARRACKS

In the barracks you don't have a room of your own, but you can have some privacy and a great deal of independence if the men in your company respect



Figure 17. Consideration for others.

each other's rights. It is well to remember the Golden Rule: "Do unto others as you would have them do unto you."

Upon entering the Army, you became a member of a group. As such, you must put the welfare of the group above your welfare as an individual. After the lights are out, most men want to sleep. Keep quiet and let them sleep. Don't start horse-play and loud talking. If you must talk, go into the day room and talk quietly. If your company permits radios, use them in accordance with the rules governing their use. Don't awaken some soldier to tell him about the party you attended. The story will be better appreciated the next morning.

There are many ways to become a nuisance, and every one of them should be avoided. You know the fellow who flops on a bed other than his own, and

doesn't smooth out the wrinkles when he gets up. You also know the "moocher." When it's time to dress for a date, the "moocher" always finds that his coat needs pressing. He borrows yours and brings it back all ready for the cleaner. He can smell your cigarettes before you open the carton. He never has a polish or a shoe brush. In fact, he never has the right thing in the right place at the right time. Chiselers and moochers are numerous. Do what you can to discourage chiseling and mooching within your organization.

Clean-up night will test the esprit de corps of your outfit. If everybody does his job well, your company will be through cleaning in time for the second movie. Gold-bricking slows up the work. Of course, the whole task is made easier when the squad room has been kept clean.



Figure 18. Give the other fellow a chance.

The latrine is a place where consideration of all is very important. The wash bowls are used by 40 to 60 men, and should be cleaned by each person when he has finished. Clean up the mess you make and the other fellow will do the same. Dispose of used razor blades, soap wrappers, etc., in the receptacles provided. Observe the rules. Flush the toilet and the urinal after using them and don't throw trash in the urinal for the attendant to clean out later. Don't mistake the toilet seat for an easy chair in a reading room. Little pieces of soap left on the floor of the shower room may be the cause of an accident.

DAY ROOM

The day room is similar to the living room in your home. All the men in your company can have a good time there if they act like self-respecting members of a big family. Keep the place tidy and have consideration for the other men who are using it. Every company has its day room customs. Find out what these are and observe them.

Take your turn at the game tables so that other men may take theirs. Talk enough but not too much.

Among the worst pests in the day room are the men who won't observe the rule for closing time. Have some consideration for the day room orderly, who has to clean and close the room for the night.

COMPANY AREA

The company area is like the yard around a home. The residents can make it sightly or unsightly, and they are judged by its appearance. So take pride in your company area. You won't be proud

of cigarette butts and trash thrown around, and you won't enjoy picking them up. Consequently, the best plan is not to scatter trash around the area. If you like grass and flowers, don't walk on the lawn and borders. Suggest improvements, even at the risk of being asked to do the work. You'll get your money's worth every time you step out of the barracks. Here's a small suggestion but not too small to mention: Hang your washing on the racks provided for it and not just anywhere, and take it down as soon as it's dry. The company area is your yard, and you're its keeper.



Figure 19. Take care of the place . . . You LIVE there.

ORDERLY ROOM

The first sergeant has many duties to perform which concern you. You should treat him with politeness, and be considerate of his official position. Don't bother him with trifles that can be handled by your platoon sergeant. When you do see him on some

important matter, transact your business as quickly as possible. There are probably other soldiers waiting to see him on business which is as important as yours.

Find out the hours of "mail call" and be on hand. If you miss one "mail call," be on hand for the next. Soldierly conduct is always required in the orderly room—and that's something the first sergeant, as well as the recruit, should remember.

SUPPLY ROOM

The supply sergeant is another man who has headaches you can help prevent. It doesn't take too much effort to find out when and where laundry is collected and delivered. That statement applies also to shoe repair and salvage days. Times are set for the benefit of the whole company, not for your personal convenience.



Figure 20. Schedules are made for the benefit of the whole company.



The sooner you learn that the supply sergeant won't take back tools unless you've cleaned them, the less friction there will be. In your dealings with the supply room, it's well to remember:

*"It is not the individual
Or the Army as a whole,
But the everlastin' teamwork
Of every bloomin' soul."*

IN THE FIELD

Common courtesy is just as important in the field as in garrison. Many men often feel that common courtesies are discarded when they get into the field. This is far from the truth.

Life in the field is greatly affected by the weather. Under delightful weather conditions it can be quite pleasant, but in bad weather it's usually anything but comfortable. Here's where it takes courage to accept the bad and not let it get you down. Your griping won't help a bit; in fact, it makes it worse because griping is contagious.

In the field, soldiers are thrown closer together regardless of rank. This does not mean that the chain of command is broken. The primary concern of the leader is the welfare of his men. Cooperation is essential for success and good behavior is a good sign of cooperation.

Consider two men living in a "pup" tent. You and your "buddy," your clothes, your field packs, and your rifles are huddled together on less than 35 square feet of ground space, with the canvas roof close overhead. It takes a lot of real consideration for each other to keep you from getting on each other's nerves.

When you're living in a "pup" tent, nothing is more important than order and cleanliness. When the "gas alarm" is sounded at 2 o'clock in the morning, no soldier has charity enough to forgive a tent-mate whose disorder slows down the take-off. Sleeping in close quarters is none too pleasant. Sleeping close to a man who is unclean is not pleasant. Consider the other fellow and keep clean.

Lend the other fellow a hand when he needs your help. Stubborn field equipment may keep a man from being ready when the company moves out. For a little help you'll get more thanks than you may deserve. Be considerate of the man with a load heavier than yours, exchange loads and give him a break for a mile or two. The fellow who says he's sick has a right to the benefit of your doubt until you find he's "gold-bricking." It doesn't take long to label the "fakers."



Figure 21. Don't get on one another's nerves.

We've already said that self-control and manners can't be separated. The man who drinks all the water in his canteen and then tries to chisel a drink from you violates the principles of water discipline and field training. It's quite proper to refuse his request.

In the field, men are exempt from certain duties because of the importance of the work they must perform — never because of their rank. If a man is performing an important duty, it is only right that some other man should perform his routine duties. Our first Army Regulations stated that officers share the hardships that "the soldiers go through" and on all occasions set "examples of patience and perseverance."

Profanity and vulgarity, often more prevalent in the field, do not make the thoughts of a person more



Figure 22. Officers share the hardships.

effective. There's a chance that only the oaths and vulgar language will be heard. The use of profane, vulgar, and obscene language should be discouraged by all men. A good rule to follow is to avoid the use of profane and obscene language in all conversations.

Improper behavior and loose talk may cost the life of a friend and that friend may be you. Failure to obey security measures may result in disaster for your unit.

UNDESIRABLE TRAITS AND HABITS

Persons in the military service have opportunity to visit many places, stop over in many hotels, eat in various restaurants, and be entertained in many public and private clubs. They travel extensively. They are often guests of members of business men's

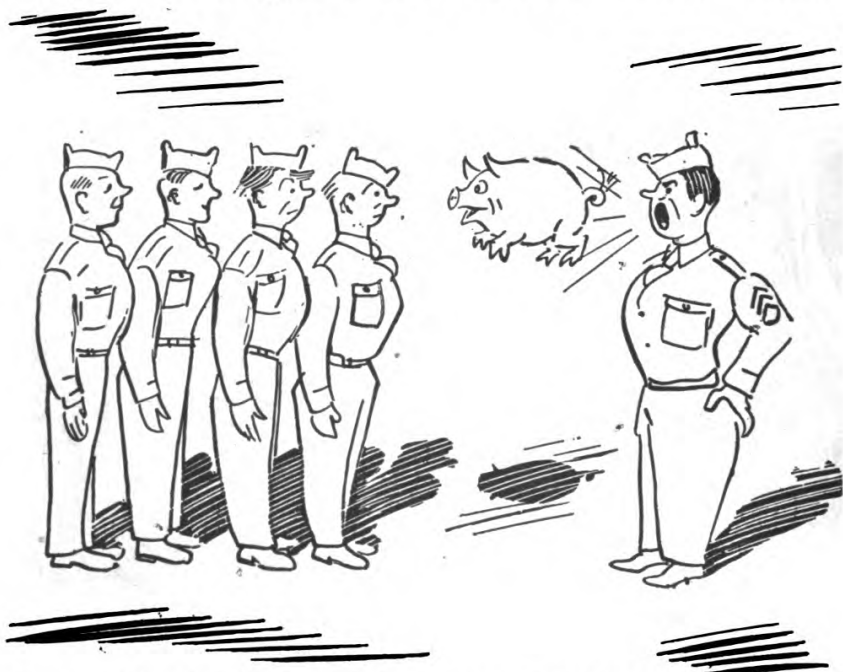


Figure 23. Profanity won't make commands more effective.

clubs and are accorded the hospitality of many benevolent associations. Most military personnel behave like the gentlemen they are and are appreciative of the attentions and considerations shown them. Some thoughtless individuals, however, have the undesirable habit of appropriating small articles as reminders of their various good times. Such *genteel* thievery of towels, silverware, ashtrays, and the like does not enhance the reputation of the Army as a whole and has the effect of branding military personnel as unwanted guests. If you covet a towel displaying the name — "Hotel Ritz" see the manager and buy it.

Your recreation away from the post will depend a great deal on the attitude and cooperation of the civilians. You may be sure that if your reception is cold it is the result of another soldier's misconduct and you are associated with that other soldier simply because you wear the same uniform. Misconduct of a few soldiers in public places can bring discredit on the entire Army and it is because of these thoughtless few that it has been necessary to station military police wherever military personnel are to be found in large numbers. If they demand that you wear your uniform correctly, behave properly, and avoid intoxication, it is to protect the Army, yourself, and those who follow you. And remember that you also are subject to civilian laws and regulations while you are on pass or furlough. Your uniform doesn't exempt you from arrest and detention by civilian police officers while you are off duty and away from the post.

CHAPTER 3

TABLE MANNERS

MORE THAN ONE WAY TO EAT



Figure 24. Don't eat with your fingers.

If you have read *The Birds' Christmas Carol*, perhaps you remember how Mrs. Ruggles coached her nine children just before they went to the Birds' big house for Christmas dinner:

"All we've got ter do's eat," grumbled Peter Ruggles.

"There's more'n one way of eatin'," his mother told him, "'n' you've got a heap ter learn about it."

Then the instruction began: "Don't eat with yer fingers—don't grab no vittals off one another's plates; don't reach out fer nothin'; . . . don't get up and grab it. Don't spill nothin' on the table cloth . . . I wouldn't mind if folks would say, 'Childern will be

children'; but they won't. They'll say, 'Land o' Goodness, who fetched them children up?' "

Though Mrs. Ruggles' English can't be taken as a model, there was sense in what she said. Table manners are tell-tale. They give people a pretty good idea of how you were "fetched up."

The Golden Rule, somewhat reworded, is an excellent guide to table manners: "Don't do anything at the table that you don't like to see other people do."

MAKING MEALTIME A PLEASURE

Good table manners, like all other polite behavior, are based upon consideration for others. In unimportant details, they vary from country to country and from century to century. Europeans think the way we eat corn on the cob is savage. The Chinese use chop sticks; we use knives and forks. Today,



Figure 25. Primitive man had no tables and no utensils.

however, *good* table manners are nearly the same throughout the world.

Civilized men nowhere in the world enjoy mealtime if the dining room, the china, the eating utensils, the cooks, the waiters, and the people at the table are dirty. Appetites can go away in a hurry if food is called by some disgusting nickname. Food that is thrown on a plate is scarcely appetizing. There isn't any doubt that a meal tastes better if the food is properly prepared, properly served, and properly eaten.

SPOONS, KNIVES, AND FORKS

You've often heard that fingers came before forks. Primitive man had no tables and no table utensils. Standing or squatting on the ground, inside the cave or outside, he used his fingers for tearing meat from the bones and stuffing it into his mouth. A spoon made from the bark of a tree seems to have been his first table utensil. The knife, a crude affair, was invented for use as a weapon and later used for cutting meat. The fork was invented last. Before its day, food was eaten with fingers and spoons, and even with knives. Now each utensil has its special purpose.

Using the Spoon

Once an all-purpose utensil, the spoon is now used only for eating fruit cocktails, semisolid foods, soft boiled eggs, grapefruit, melons, soups, cereals, and soft desserts, and for stirring coffee, tea, and cocoa. If vegetables—for example, stewed tomatoes—are served in juicy form, it's only common sense to eat them with a spoon. Hold a spoon somewhat as you hold a pen or pencil when preparing to write. Remem-

ber, when eating soup, dip the bowl of the spoon away from you and take the soup into your mouth from the side of the spoon; in eating cereals, ice cream, jello, or other semisolids, dip the bowl of the spoon toward you and take the food into your mouth from the end of the spoon. In eating soup it is permissible to drop oyster crackers into the soup, and to tip the soup bowl away from you when it is nearly empty. Do not tip the soup bowl toward you, and do not break crackers into your soup.

Spoon swallowers should join the circus along with the sword swallowers. Don't fall for this act. Drink your soup from the side and not from the end of the spoon. This is the most common error in the use of the spoon.



Figure 26. Hold a spoon exactly as you hold a pen or pencil.

Kings of long ago used to have tasters to find out whether or not food had been poisoned. When drinking coffee, tea, or cocoa, you don't need a taster—not even yourself—so don't take a sampling sip from your spoon. Your lips can be used cautiously to tell you if the beverage is too hot to be drunk right away. Don't leave the spoon in your cup even though you may be skilled in holding it aside with your forefinger



Figure 27. Don't leave the spoon in your cup.

while you're drinking. You're inviting a tip-over that may land the contents in your lap.

Using the Knife and Fork

The knife is used only for cutting and for putting butter on bread or vegetables. It should never be used to carry food to your mouth.

All foods except spoon foods are eaten with the fork, held as though it were a pencil.

The right way to use the knife and fork for cutting is easy and graceful. Place your hands over the handles with your forefingers pointing down. The curved-side of the fork is turned toward the plate. Your meat should be cut one piece at a time. It may be brought to your mouth with the left hand.

There are several wrong ways of holding a fork. That banjo-grip must take a lot of practice. The man who practices it looks as though he were fingering the strings of a banjo. The stiletto-grip looks simpler. Don't try any of the fancy ways of holding the fork. Follow the accepted procedure and you will be more at ease, knowing that you are right. Don't use the fork to stab or harpoon food from serving dishes—use the serving utensils for helping yourself.

When the knife and fork aren't being used, they should be laid *on* your plate and not dropped against the plates.

HABITS TO BE AVOIDED

Good table manners don't attract attention to the act of eating. Fingering articles on the table, using the tableware to draw pictures on the table cloth, or to play a tattoo on the glass will make you conspicuous and annoying. Don't sprawl over the table, but assume a comfortable, respectable position at the table; and don't be in a hurry, impatient, or do things that may be embarrassing to your companions at the table.



Figure 28. When the meal is over: this, and never this.

When you are chewing, keep your mouth shut. Do not shovel food into your mouth faster than you can chew it. The digestive system is often ruined by such habits. Uncouth table behavior is disliked by all civilized people.

It is impolite to use your tongue in search of a stray morsel, to slush water inside puffed cheeks, and to probe molars with fingernails at the table. It won't do any good to hide behind a napkin while you perform your table dentistry, for everybody will know

exactly what you're doing. Attend to this matter after you have left the table.

A great many little habits of poor taste should be overcome. There's cup-cuddling, for instance. You've seen it done. Elbows resting on the table, the cup-cuddler holds his cup with both hands while he sips and talks and talks and sips, swaying the cup back and forth until watching him makes you seasick.

After you've started your food toward your mouth, don't hold it in mid-air while you talk. If what you want to say can't wait, return the food to your plate until you finish the conversation.



Figure 29. Table dentistry is inexcusable in open . . . or behind napkin.

Eating presents problems that you have to solve as best you can. Of course, there's really no good way to dispose of fruit seeds. Instead of spitting them out, take them out of your mouth with your hand or spoon as neatly as possible. If you must belch or blow your nose at the table, turn your head and get the unpleasant task over as quickly and quietly as possible. However, avoid all little matters that may be unpleasant for others. Eat quietly and refrain from loud sipping sounds or smacking of the lips. Observe the eating habits of your companions and you will quickly

learn what table manners are acceptable. If you should take a mouthful of food that's too hot, don't spit the food out, but drink water quickly. Blowing hot food does very little good. Try eating small bites or taking small sips.

Food is ammunition, but don't feed it into the body like rounds into a machine gun. "Put not another bit into your mouth until the former be swallowed," George Washington said. The nonstop eater should consume his food alone. You've seen him in action. He lifts a slice of buttered bread to his mouth and leaves halfmoon dental impressions one after another until the whole piece has been consumed by the fiery furnace. With the ear of corn clutched in both hands, he plants his elbows on the table and goes to work



Figure 30. Don't put another bit in your mouth until the former is swallowed.

with determination, sounding very much like a horse eating.

Smoking at a table is no longer considered bad form. Using tableware as ash trays, however, will probably never be good form. It's a messy habit; it makes extra work; and should be avoided if possible.

THOUGHTFULNESS OF OTHERS

In dining rooms and mess halls no one has a right to be thoughtless of others. That you didn't mean to offend is no excuse. Train yourself to think of the other fellow. Absent-mindedness at the table is selfish and bad-mannered. Remember to pass the bread, the salt and pepper, and the sugar. Don't help yourself to more than your share from any dish or platter.

Be in a good humor at mealtime. A grouch at the table is an aid to indigestion. Experience has proved that a person's frame of mind has an effect on digestion. Anger causes food to feel like a hard knot in your stomach, and it interferes with the digestive processes.

IN THE MESS HALL

Some time ago Jiggs and Maggie of comic strip fame were discussing manners. Jiggs, of course, had done something like eating with his knife, tucking a napkin under his chin, or picking his teeth and Maggie was telling him how important it was to have good table manners.

"I've got good table manners," said Jiggs, "but I don't want to use 'em at home."

A great many men feel as Jiggs did. In their own homes and mess halls they treat manners like new

shoes, which might get the shine rubbed off if they were not saved for special occasions. But manners are like muscles which develop with use. They aren't natural unless they have become habits. If you don't practice good table manners every day, you'll be as awkward as an armchair commando doing pushups when you try them out on special occasions.

Good manners in mess halls are the same as good manners in private homes, restaurants, and dining cars.

In the family-style mess, short-stopping the dishes and taking more than your share of the food should not be tolerated. Do not allow yourself to be guilty of such an act. If you take food from a serving dish and there isn't enough left in the dish for another serving, send it out to be replenished so that other men at the table may be served without doing your work.



Figure 31. Don't stop the dishes.

The Army mess can be much like the dining room in a well-run home if the men who serve and the men who are served are courteous. Men don't want food thrown at them or slammed on the table. You shouldn't handle mashed potatoes like cement and a spoon like a trowel. Don't scoop; lift a spoonful of potatoes (or anything else) carefully and put it neatly on your plate. Try to imagine your father at the head of the table and your mother at the foot, and behave as they'd like to see you behave at home.

At the cafeteria-style mess, stand on the sidelines some day and note the things that some men do. You'll be disappointed and you won't approve some of the remarks you may hear, nor the pushing and horseplay you may see. If all men could see themselves as others see them, there would be no need to emphasize good personal conduct. Good conduct at mealtime is most desirable for all concerned.



Figure 32. Crowders and pushers don't make the line move faster.

CHAPTER 4

SOCIAL RELATIONSHIPS

POPULARITY

Don't let any man "kid" you into thinking that he doesn't want people to like him. As far as the question of popularity is concerned, there are two kinds of people in the Army—those who want popularity and know how to get it, and those who want popularity and don't know how to get it. On the post and off the post, men with manners are the ones who make the most friends and have the best time.

A wise old philosopher remarked a long time ago that "A man should keep his friendships in constant repair." It's best to prevent friendships from becoming broken.

APPEARANCE

A neat appearance is valuable to you off the post and on the post. You've known the importance of body cleanliness since your mother scrubbed your neck and ears; you've read about it in school books; and you've heard a great deal about it since you entered the Army.

Girls are ashamed of a man whose hands and nails are dirty, whose teeth are covered with yellow film, whose hair is long and shaggy and uncombed, whose shoes are muddy, and whose uniform is wrinkled and bagging at the knees; remember, too, that people have a keen sense of smell.



Figure 33. People have keen sense of smell.

Perhaps you can't be handsome, but you can make the best of the looks you have. The man whose appearance is good has a better chance to be popular than a man whose appearance is poor.

LITTLE THINGS

Certain customs, even though they concern little things, make up the code of gentlemanly conduct. Of course it isn't necessary to tell you that you shouldn't scratch or spit in public or blow your nose without using a handkerchief or a piece of cleansing tissue. You know that you should cover your mouth and nose when you cough or sneeze so that you won't spread disease germs. Yet, a few other little things should be mentioned for the benefit of the men who need to be reminded of them.

Though nobody should be treated disrespectfully, a gentleman's attitude toward women and older men is somewhat different from his attitude toward men his own age or younger. Older people don't expect the kind of attention that makes them feel like Methuselah's grandparents, and girls don't want you to put on the Sir Walter Raleigh act and throw down your coat every time there's a mud puddle in their path. Nevertheless, both appreciate the little attentions that gentlemen are expected to observe.

You don't call people who are old enough to be your parents by their first names unless they request you to do so.

You listen to older people's opinions and if you disagree, you do so politely.

You stand when women and older men enter a room, remain standing until they are seated, and stand again whenever they stand.

When you are indoors with women or older men, you uncover your head. You are quick to perform such little courtesies as opening windows, moving chairs, and picking up articles.

You open doors and let women and older men come in or out ahead of you.

You help a woman to be seated at a dining table by pulling out her chair. You hold a woman's coat while she slips her arms into the sleeves. You help a woman on and off cars and busses. You assist her to cross the street safely.

You do a great many other little things—not because women and older people are helpless but because by established custom gentlemen are expected to do them. Long ago when robbers made highways dangerous and

later when street brawls were frequent and officers of the law were few, there was a good reason for a man to stay on the outside of a sidewalk when he was with a woman. Now a man generally walks on the outside whether he is strolling with one woman or two, because that is the custom.



Figure 34. When robbers made streets dangerous—gentlemen walked on the outside of the sidewalk.

Sometimes girls and older people behave in such a way that you find it difficult to observe the little things. However, stick to your code, and they will think the more of you.

INTRODUCTIONS

In introducing people, you usually need to do no more than call two names—"Miss Jones, Mr. Brown." Both Mr. Brown and Miss Jones smile, nod, and say, "How do you do?"

If you have reason to think that two people have met before you can put your introduction in the form of a question—"Miss Jones, you know Mr. Brown, don't you?" She replies either "Yes" or "No" and adds, "How do you do?"

If you are introducing one old friend to another, you can be less formal and say something like this, "Jane, this is John Brown. John, this is Jane Jones. Two such good friends of mine should know each other."

If you are introducing your wife, your father, your mother, your brother, or your unmarried sister, you do not call the last name but merely say for example, "My wife, Mr. Brown." If you are introducing your married sister, you say, "My sister, Mrs. Smith, Mr. Brown." If the person to whom you are introducing your wife, your sister, and your brother is an old friend whom you want to call by their first names, it is proper to say, "My wife, Mary; my sister, Lucy; my brother, Bill—John Brown."

You always introduce a man to a woman—that is, you call the woman's name first. When introducing a husband and wife to a woman (Mr. and Mrs. Brown, for example, to Mrs. Jones) you say, "Mrs. Jones, Mrs. Brown—Mrs. Jones, Mr. Brown." You don't say "Mr and Mrs. Brown, Mrs. Jones." When introducing them to a man you say, "Mrs. Brown, Mr. Jones—Mr. Brown, Mr. Jones."

In introducing two women or two men, you call the names of the older first—if there is much difference in ages.

If you are introducing a woman to a group, you call her name first, then the names of the women

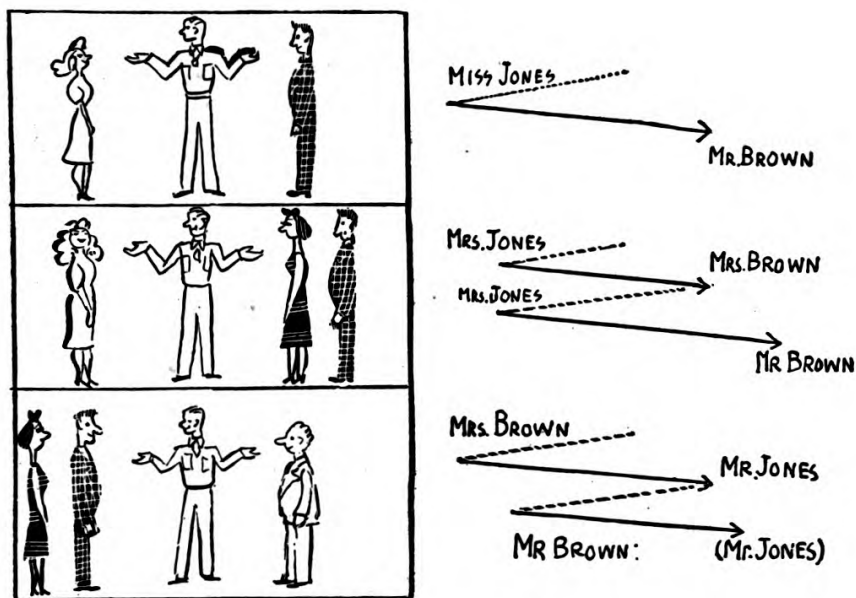


Figure 35. Introductions.

present, and finally the names of the men. If you are introducing a man to a group, you call the names of the women present, then his name, and finally the names of the men.

The right introduction is as easy to make as the wrong one. So why not make it?

When you introduce people, do not say "Mr. Smith, meet Mr. Jones" or "Shake hands with Mr. Jones" or "I want to make you acquainted with Mr. Jones."

When you acknowledge an introduction, do not say "Glad to meet you" or "pleased to make your acquaintance" or—in the words of a popular radio character—"How do you do, I'm sure".

A man rises when he is about to be introduced to anyone. He always shakes hands with other men, and with women, if they offer their hands. Don't be surprised if women don't rise and if they don't offer

their hands, because they may remain seated while acknowledging introductions. If a woman extends her hand, take it; but never extend yours first.

Now a word about handshaking! Give a warm, hearty grip that clearly says you're glad the introduction is taking place. Avoid the "dishrag flip," which reminds you of a trained dog sitting on his hind legs and offering his paw. Don't turn your hand into a dead fish and let it lie in the other person's hand clammy and cold. Don't work an extended arm up and down like a pump handle. Don't mistake your hand for a crushing machine and crack the bones in the hand you are shaking.



Figure 36. Don't turn your hand into a cold fish—Don't crack the bones.

At some social functions, either on or off the post, it may be necessary for you to go through a formal receiving line where some important personage is the guest of honor. The procedure is the same for both civil and military functions. You simply introduce yourself and your wife or lady friend to the first person in the receiving line, who in turn will introduce your wife or lady friend and yourself to the guest of honor. The lady always precedes her escort

through the receiving line. Just watch those in the line ahead of you and you will be in proper order.

CONVERSATION

One of the biggest differences between lower animals and people is that lower animals don't talk and people do. The savage invented speech so that he could get what he wanted and express his thoughts. Civilized man improved speech because he came to want more things and to have more thoughts to express. A person can talk to himself; *but it takes two people to converse*, which means—as you know—to talk together.

Though we are going to put up a few danger signals for your guidance, the conversation field is not planted with land mines, which will blow you up if you make a mistake. Remember that you will be surrounded by friends and not by snipers ready to take aim as soon as you stick your head up. If you are thoughtful of the people you meet, you can be natural and have nothing to worry about. If you can't think of anything to say, don't be afraid to be silent.

Good conversation helps you get along with people. First of all, it is a give-and-take affair. In other words, listening well is just as important as talking well. The biggest bore is the person who talks too much, not the one who talks too little. If you want to be invited to some house the second time, don't ride your hobbyhorse straight through an evening's conversation. You can think of a hundred examples of the bore who gives and never takes. There's the would-be scientist who gives free lectures on the atomic bomb or jet propulsion or poison gas and never hears you

when you try to change the subject. There's the mechanic who gives lessons on the future of aviation or the insides of automobiles or the operation of submarines. If the hobbyhorse rider would look at the faces around him, he'd know whether or not people were still interested in what he was saying. When in doubt, change the subject. If the group wants to hear more about your hobby, there'll be a question that will get you going again.



Figure 37. The biggest bore is the hobbyhorse rider.

The fellow who closes every subject that's brought up is about as bad as the fellow who never closes a subject. Perhaps you've been thrown with one of these door-slammers. You fish through your mind for something that will interest him and pull out a topic that ought to be good for at least 5 minutes, but "bang" goes the door in your face. Have you ever seen a

girl struggle with a door-slammer? If so, you may have heard something like this:

Place: A service club dance.

Characters: Polly Pretty and Dingle Dumbbell.

Polly (after a painful silence): "Don't you think the music is simply divine?"

Dingle: "No, it's lousy."

(Silence.)

Polly: "I saw 'Storm over Broadway' last night. It was marvelous."

Dingle: "Lousiest picture I ever saw."

(Silence.)

Polly: "Do you like to dance?"

Dingle: "It's better than doing nothing, I suppose."

(Polly sighs and gives up, hoping that Dingle will not ask her to dance again.)

"Butting in" is as objectionable as door-slamming. A good conversationalist hears the other fellow through before he puts in his own 2 cents' worth. Even if what you have to say isn't particularly important, you should be allowed to finish saying it. As a rule, the "butt-in" wants to talk about himself. He can always go you one better before you have had a chance to get going. If you mention a train wreck you were in yesterday, he butts in to tell you about the much worse one he was in last year. Wait for a pause in the conversation before you begin to talk.

Funny people are good company. But don't forget that funny people are born, not made. If you're a wit, be thankful for your gift. If you aren't, don't think you can become one by imitating a wit. Nobody knows exactly what made Will Rogers funny and yet he could say "Good evening, ladies and gentlemen" in such a way as to make an audience laugh uproariously. To a group of college students he gave the

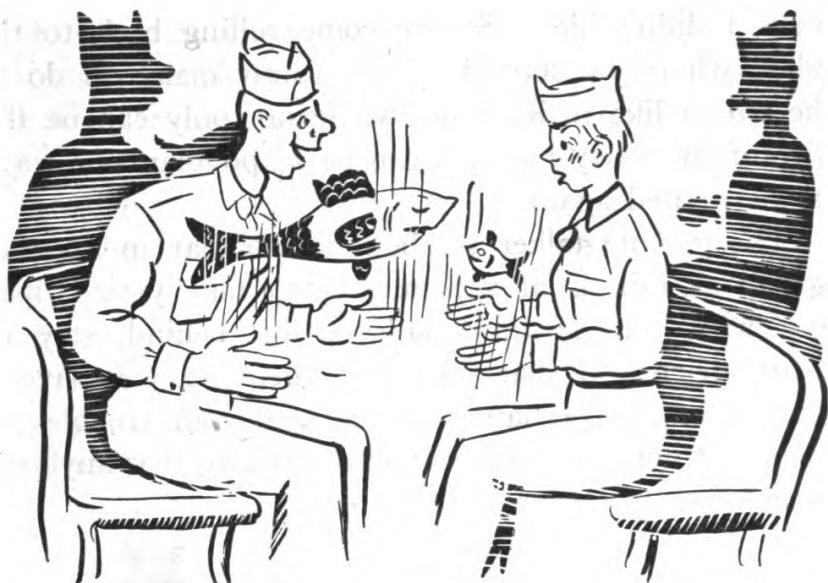


Figure 38. The "butt-in" wants to talk about himself.

following advice one day: "Education's a fine thing. Take all you can get. I haven't no education. So I earn a living making a fool of myself."

When Will Rogers said funny things, however, he didn't make a fool of himself. But people who try to be funny when they don't know how only make fools of themselves. There's a big difference between the natural wit and the clown. Puns and wisecracks are all right if they're given in small doses. The clown doesn't converse. He puts on an act, which you can stand just so long and no longer.

*"A little nonsense now and then
Is relished by the best of men."*

But be sure to talk more sense than nonsense.

Will Rogers used his gift in the right way. He never hurt anyone nor made an enemy. The explanation is found in his own words—"I never met a

man I didn't like." So we come rolling back to the place where we started. If the funny man will do as he would like to be done by, he not only can be the life of the party but also can be so popular as always to be invited again.

The gloomy talker is about as popular in a social group as rain is at a picnic. Don't take your gripes out with you. If they can't be left behind, stay in your quarters or barracks with them. If you have a patient buddy, perhaps you can spill your troubles to him. But don't kid yourself into thinking that anybody else *wants* to hear them.



Figure 39. If your gripes can't be left behind, stay in your barracks.

Nobody can tell you what to talk about. One man crams in advance like a high school boy before a an examination or an OCS student before a

test. When he knows that he will be talking to a group of smart people, he brushes up on current events by reading the morning paper carefully and glancing over one of the magazines that features the news of the week. Then, when conversation stops, he can refer to what the United States did that week or how the South Pacific islanders are behaving. That's not a bad idea, provided you don't prepare yourself to deliver a lecture. It's not necessary, however. If you take it easy and listen to the conversation, you'll think of enough interesting things to say.

THE WORDS YOU USE

Since there are so many good English words, why use the bad ones? When you use profanity, most people will find you objectionable.

You are judged by the way you talk as well as by the way you look and the way you act. The English which most people know is usually better than the English they speak. Some men are careless; and others seem to believe that one way to be a good fellow is to use bad grammar. The man who talks like this knows better:

"I ain't got no clean blouse."

"Me and him is on KP."

"He oughta took you instead o' he and I."

"The pipe busted."

"Gimme one o' them potatoes."

"I seen him when he done it."

In Europe educated people learn a number of languages through necessity. In America we get along well enough with just one language. Surely we can learn to speak it correctly.



Figure 40. Good companions.

Try to remember the grammar you studied at school and the teacher's instructions to which you only half listened. You'll find a textbook on grammar in your post library. Get it out and refresh your memory. Listen carefully to the people whom you know speak good English and try to talk as they do. When you hear a word pronounced differently from the way you pronounce it, look it up in the dictionary. If you find you've been wrong all your life, don't go on making the same mistake. The librarian will supply you with helpful books. A little studying, you know, is good for the best of men. Educated people from all over America and from other English-speaking countries talk very much alike. If those pronunciations and expressions peculiar to your part of the country are wrong, you should lay them aside. Don't ever forget

that good English helps you succeed in social groups as well as in your work. Remember, too, that the best English is simple, direct, and natural—free from big words and stiff sentences.



Figure 41. The best English is simple.

CLUBS

Clubs on posts provide the sort of recreation needed by men in the service. The clubs are yours, and are as good as you make them. Chairs, tables, pianos, juke boxes, and other equipment are sturdy but not indestructible. Treat them as you would furnishings in a home of your own. Don't use them as footstools or as resting places for cigarettes, either burning or dead. Play the piano, of course, but don't bang the tune out of it. Use the ping pong table and small games, but don't abuse them. Write all the letters you



Figure 42. Don't bang the tune out of it.

want to write, but don't waste the stationery. Read the books and magazines, but don't devour them.

At the service clubs you meet nice girls from the neighboring communities. Make their evenings as pleasant as they try to make yours. The club hostesses are there to help you have a good time. Hostesses, frequently at much personal sacrifice, have worked hard in order that you may have a good time. Let them know that you appreciate their efforts.

DANCES

Whether the dances you attend are at clubs on or off the post, at hotels, private homes, or elsewhere, they are all run in about the same way.

In the first place, if you want to dance, learn how if you don't know how. Good dancers are popular

with the girls. Remember to dress appropriately for dances.

In "breaking in," do so politely. When you see a girl you wish to dance with, place your hand on her partner's shoulder, and say "thank you" when she is turned over to you. When you are tapped on the shoulder release the girl courteously. You can always find her later for another dance.



Figure 43. "Break in" politely.

Dance with the girl who seems not to be having a good time. On those occasions when the tables are turned and the girls do the "breaking," you'll have reason to know that kindness pays large dividends.

Say something while you dance. No matter how active and well trained your feet are, your tongue should not go on a furlough. A few pleasant remarks are enough to prove that you aren't a deaf mute.

Remember the chaperons. It is polite to offer to dance with them. If they appear to be beyond the dancing age, you can at least be courteous and show that you appreciate the effort they have made to provide such a good party.



Figure 44. Remember the chaperons.

LITTLE ATTENTIONS

"I like to go out with John Saunders," a girl remarked. "He always remembers the little things that make an evening pleasant." At a dance he introduced her to his friends. He saw that she didn't dance too long with one man. He didn't wait till her tongue was hanging out with thirst before bringing her some punch. He wasn't the sort who left a girl standing beside a table or in a lobby while he chatted with some long-lost friend.

The girl you invite out for dinner or dancing is *your* responsibility. It's up to you to see that she has a good time and is not placed in embarrassing situations. Remember that the little attentions are important.

IN PRIVATE HOMES

There's nothing more pleasant than visits to private homes. On Thanksgiving, Christmas, New Year's, and other holidays, blind invitations frequently come. Mrs. Jones wants to entertain four soldiers, and you draw a lucky number. At church and at social gatherings you meet people who invite you to dinner or for week ends. The mother of the girl you've dated a number of times says that you might as well occupy the guest room Saturday night instead of traveling back to camp. A friend writes a friend that you are close by, and you get a note asking you to drop in to meet a group of people.

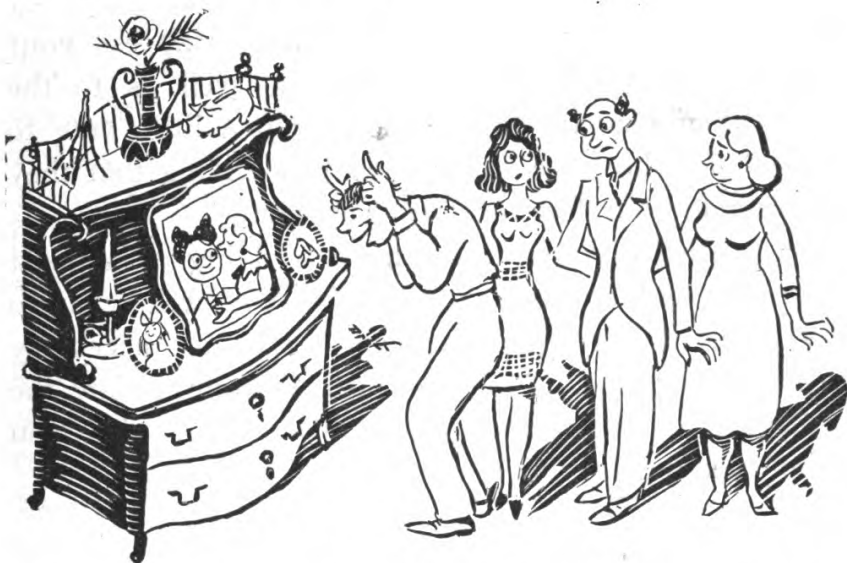


Figure 45. *You should make no uncomplimentary remarks.*

So you loiter in a living room where a fire glows on the hearth, or on a shady porch where you sip lemonade that's poured from a frosty pitcher. You sit again at a family table. You have a chance to eat real home-

cooked food again. At midnight you may join the family raid on the ice box. You have a good time; you'd like to come again. If your behavior is good, you may be invited again.

It is important that you accept plans that are made for you. As a guest, you do what others do. You criticize nothing. You make no uncomplimentary remarks about the home. You should offer to help with the chores or the dishes. You ask permission to smoke if you have not been invited to do so. Before you turn on the radio, you find out what kind of program other people like.

Civilians who invite military men to their homes do not expect their hospitality to be returned. They do expect common courtesy, however. Express your appreciation to the girl's family, as well as to the girl. When you are transferred, drop a little note to the people who have entertained you, saying that they have made your tour of duty pleasant.

Occasionally you may attend a wedding or at least be introduced to some newlyweds. You will want to say some nice things. However, it is not necessary to make a speech. It is good taste to congratulate the bridegroom, but do not congratulate the bride. You simply extend her your very best wishes.

BEHAVIOR IN PUBLIC PLACES

ON THE STREET

Off the post you are a representative of the United States Army. The uniform you wear sets you apart. If you are slovenly in appearance, if you are rowdy and bad-mannered, the Army gets the blame. "That's a soldier for you," the stranger remarks. "The less we see of the Army, the better off we'll be." When soldiers are not in combat, the public looks at things more critically.

When you go walking on Main Street, take your manners with you. Even though soldiers are welcome guests in a patriotic American town, citizens don't want to hand the place over to you.

If soldiers stroll four abreast and force other people off the sidewalk, Mr. and Mrs. John Q. Public will have a poor opinion of soldiers at your post.

Gentlemen never appear on the streets or in public places when they have had too much to drink. If you ever have the bad judgment to take too much to drink you should go home at once. All soldiers should feel a deep responsibility toward their fellow soldiers in this respect and should protect them from possible injury by seeing that they return to their post if drunk. Public opinion, respect for the uniform, and your own personal safety demand that *you* stay sober. Therefore, conduct yourself in such a way as to prevent trouble for yourself and your post. Do not drink to excess at any time.



Figure 46. Citizens don't want to hand the place over to you.

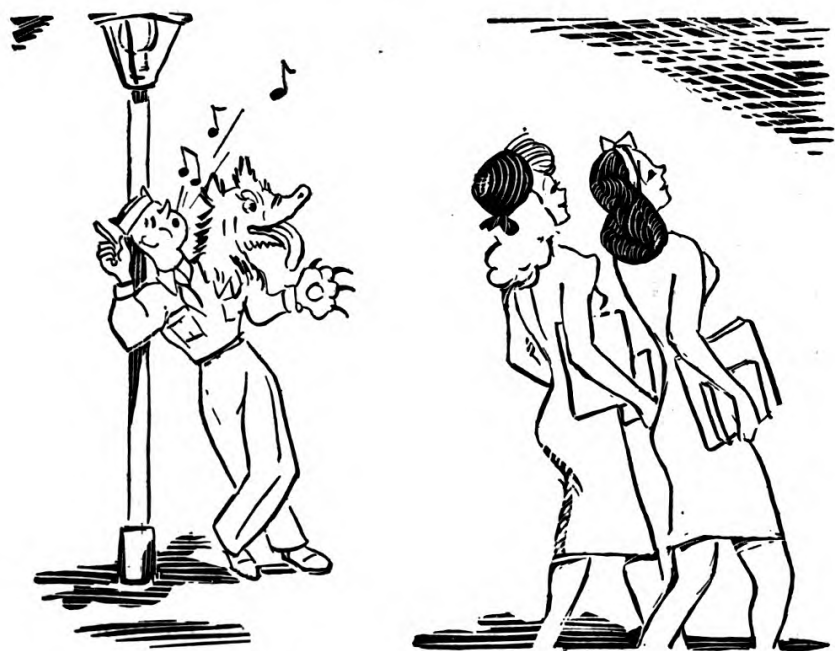


Figure 47. Ladies do not like the whistling.

Ladies do not like the whistling and catcalls and the personal remarks that "drug-store cowboys" hurl in their direction. Such conduct on the part of a soldier would bring discredit upon your unit, your post, and the entire Army. Remember that respect for women is one of the principal earmarks of a gentleman.

AT THE THEATER

On and off the post the motion-picture show is the soldier's chief recreation. Noisy conduct can ruin a picture for the people who sit near you. There's nothing more annoying than a stream of conversation either about the story or the actors or about something in which you are not at all interested. If you are hungry, get something to eat before you go into the theater. The rattling of cellophane or paper bags and the crunching of peanuts, popcorn, or candy wouldn't be music to anybody's ears, especially when characters on the screen are saying something people have paid money to hear.

Let's suppose you are taking a girl to a picture show. A generation ago men paid all the bills. Now that women earn good salaries, it is quite proper for them to pay for their tickets, should they prefer to do so. The girl precedes the man through the door and down the aisle unless there is such a crowd that he feels he should go ahead to open a way for her. If you meet friends as you enter, don't block the aisles while you stand and talk to them.

The girl enters between the rows of seats, and you follow her. Pass in as quickly as you can, and sit down at once. Of course you say to the people who have let you in, "Sorry," or "Excuse me," or "Thank



Figure 48. Don't block the aisles.

you,” and you smile when you say it. Watch whatever you’re carrying and don’t drag it over people’s heads or laps. When someone wants to pass you during the show, give him room to do so either by rising or by turning your legs to the side.

Since you have entered last, you leave first; but when you reach the aisle, you step back and let the girl go first unless you need to make a path for her through the crowd.

ON PUBLIC CARRIERS

Foreigners are always amazed by the amount of traveling Americans do. If our pocketbooks permit, we take trips frequently. Therefore, on trains and busses you meet all the types of people who make up our population. To them you are the Army. By

looking and acting the part of a soldier and gentleman, make Mr. and Mrs. John Q. Public proud of the Army and you.

Our grandmothers wouldn't have talked to strange men, but their granddaughters are sometimes willing to talk to presentable men they meet on trains and busses. Under no consideration should you force attention upon a lady who appears reluctant to receive it, and above all, never try to lead the conversation to hand-holding and necking. A love scene is all right on the screen, but it's objectionable in public places.

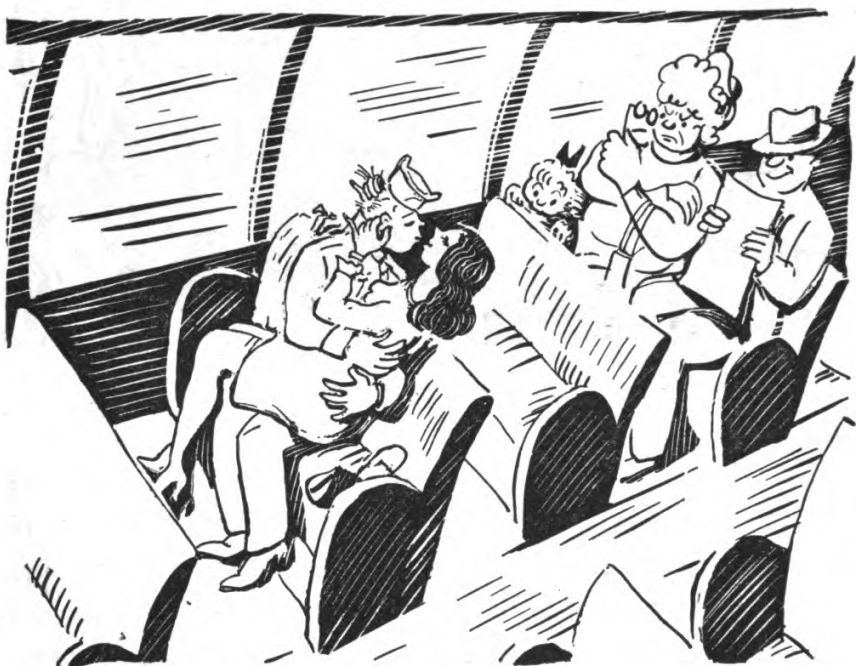


Figure 49. A love scene is objectionable in public places.

There is no suitable answer to the question as to whether you should give up your seat to a woman. Let circumstances be your guide. Of course you give

up your seat to people who are old or lame or ill, whether they are men or women. A gentleman couldn't be comfortable sitting if a woman with a baby in her arms, a pregnant woman, or a woman carrying many bundles, was standing in the aisle beside him.



Figure 50. A gentleman could not be comfortable.

You help a woman companion on a train or bus or streetcar and let her go down the aisle ahead of you. In leaving, you go first, so that you can help her off. If you find only standing room, be sure to move back so that others can enter. When some man offers a seat to the woman with you, thank him for his courtesy.

One who takes two seats for himself and his belongings is selfish and inconsiderate. He is entitled to a seat for one person only.

On a train, ask the porter for location of the dining car. As you walk toward it, you go ahead of your lady companion so that you can open those heavy doors. Having reached the dining car, you stand until the steward seats you.

You'll find that it is usually cheaper to order the regular meal. After you have finished eating, don't linger; somebody is probably waiting for your seat. A tip for the waiter should be in accordance to service rendered and usually is an amount equal to ten percent of the total bill.

IN TAXICABS

Since the beginning of World War II taxicabs sometimes carry several passengers on a single trip. If you find this to be the case, be patient. Courtesy to other passengers and to the driver will add to the pleasure of your trip. In some cities, taxicab companies have fixed charges set according to zones. In others, charges are determined by the meter readings. Before you get in, state your destination and inquire the price.

WHEN WALKING

When you are walking, be considerate of the drivers of cars. Here are a few don'ts for the pedestrian:

Don't cross the street when the light is red.

Don't jaywalk.

Don't put yourself in a car's path on icy days when you know that a sudden stop may cause skidding.

Don't use your last breath for swearing at the man who hits you.

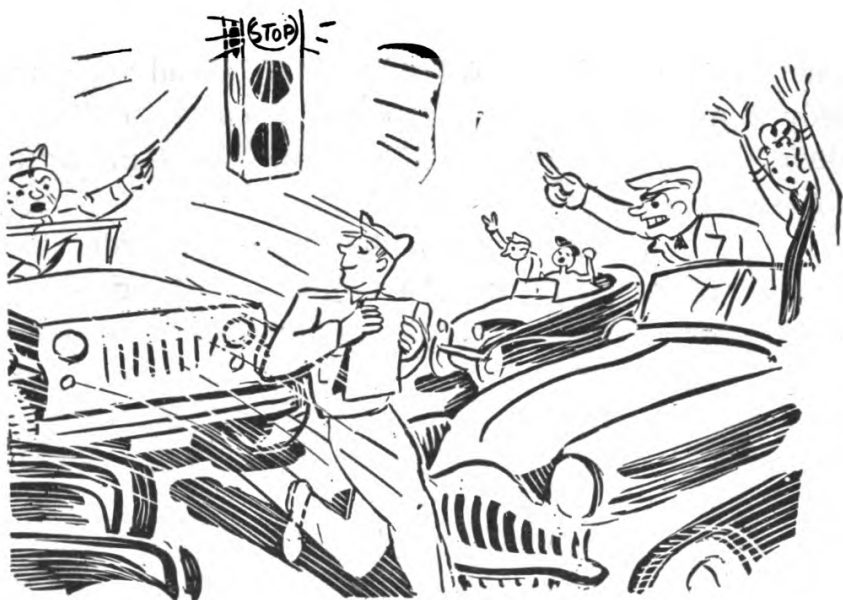


Figure 51. Jaywalkers have short lives.

IN HOTELS

Whether you travel on foot or by train, bus, or car, your destination will sometimes be a hotel. It's well to reserve a room in advance. You write to the room clerk, describing the kind of room you want (single or double, with or without bath), giving the time of your arrival and departure, perhaps asking for the lowest priced room of the sort you want, and always asking for a reply. When you reach the hotel, you go at once to the registration desk. There you present the letter the hotel has written you. When you register, you write your name, rank, and permanent address. If you are traveling with your wife, you write "Sergeant and Mrs. John A. Jones"—never "Sergeant John A. Jones and wife." If you have children with you, their names are added.

Finally, a bellboy takes you to your room, unlocks the door, turns on the lights, and adjusts the windows. When he says, "Is there anything else, sir?" he actually means, "I have done my job." Bellboys expect a tip. A modest tip, usually 25 cents, is sufficient, unless you have several pieces of luggage.

The modern hotel can render many services. If you want information about trains or busses, you call the porter's desk. If you want food or refreshments brought up, you ask for room service. If you want laundry or pressing done, you call for valet service. You'll find writing paper, pen, and ink in the desk drawer.

A gentleman never forgets to be considerate of other guests. If there is a radio in his room, he doesn't play it loud enough to disturb his neighbors. He



Figure 52. Don't throw noisy parties when other people are trying to sleep.

doesn't have noisy parties when other people are trying to sleep. He is not rowdy in the lobby, parlor, dining room, or bar. He removes his cap when he is in the parlor, dining room, or bar. He tips, but not extravagantly. Above all, a military man's appearance should always be of the sort to reflect credit upon himself and the service.

IN RESTAURANTS

No matter where you're stationed, you'll be taking meals at restaurants in many places. Eating out is an American custom.

Wherever you are having a meal, don't forget your table manners. Yet there is a difference between climbing on a stool in front of a bare counter and being seated at a table covered with a white linen cloth, silver, and crystal. In every restaurant, it is customary for a soldier to remove his cap and/or overcoat, unless he is a guard escort under arms.

When you have entered a restaurant, stand near the door until the head waiter or waitress escorts you to a table. If there is a check room, a man usually leaves his hat and coat. A woman, however, usually wears her coat to the table and then drops it over the back of her chair. The woman with you follows the waiter toward the table, and you follow her. The waiter seats your companion, and you seat yourself. If two men accompany one woman, the woman sits between them; and if two women are accompanied by one man, the man sits between them. When two couples are seated at a square table, the men face each other, and the women do likewise. If the restau-

rant has sofa seats, the women sit against the wall. If the restaurant has benches in alcoves, the women enter first.

As host, you invite your guest or guests to look over the menu. Sometimes you write down the order; sometimes the waiter relieves you of the job. The fixed price meal (often written *table d'hote* on the menu) generally provides the greatest amount of food for the least money. It is entirely proper for you to protect your pocketbook by suggesting that everybody take one of the regular meals. The prices are printed at the side of the main course. There is a choice of cocktails, soups, vegetables, dessert, and beverages.

In some restaurants you pay the waiter; in others you pay the cashier at the door. In both cases add up the items. Leave a reasonable tip for the waiter—about 10 percent of your bill. When leaving, do not permit members of your party to appropriate table articles as souvenirs.

ON THE TELEPHONE

A man is judged to a great extent by his telephone manners. Telephone operators should be treated politely. Give your number courteously and add "please." Say "thank you" in answer to any information you receive. When your number is answered, ask for the person you want to speak to; don't say "Who's that?" If you are calling a friend at his or her home, give your name to the person who answers. That's what you would do if some member of the friend's family should open the front door in answer to your ring. That you are miles away and can't be

seen is no reason why you shouldn't be as courteous as you would be face-to-face. If you are calling a friend at an office, it is well to give your name and state your business. Office telephones should be used briefly for personal matters of greatest importance. A voice of low pitch carries better and is more pleasant to the listener. Above all, talk naturally, as you would to a person sitting beside you.

ON PICNIC PARTIES

What American doesn't love a picnic—in a park, on a beach, or just on a country roadside? Well-mannered people can go picnicking without destroying the scenery. Ill-mannered people leave bottles, boxes, cans, and fragments of food behind for others to clean up. They start forest fires with lighted cigarettes or embers that they failed to put out before leaving. Go picnicking, by all means, but police the grounds carefully before leaving.

ANOTHER JOB TO DO

A black and white cartoon illustration of a busy office scene. In the background, two men in uniforms with "MP" on their caps and belts stand near a doorway. In the foreground, a man in a suit and hat is being served by a man in a uniform. A woman in a dress is holding a large box, and another man is holding a camera. A large vase and a potted plant are on the left.

THE BRAGGART SOLDIER

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known the braggart soldier a long time. For hundreds of years he has been a comic character in plays, where his swaggering, boasting, and stupidity were immensely amusing. When Europeans see a braggart soldier who has come from across the ocean, they do not find him amusing. Many oriental people have met the braggart soldier for the first time, and they do not like him. Braggart makes enemies everywhere in the world.

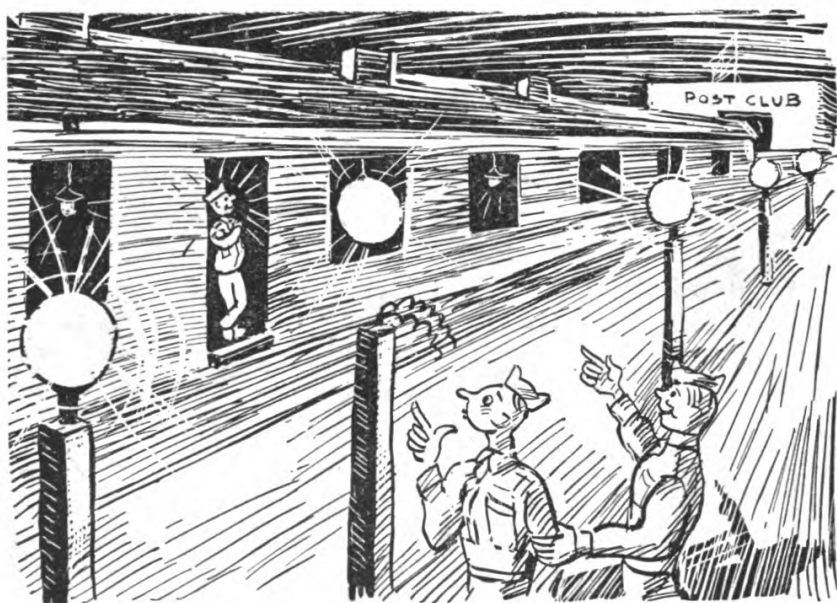


Figure 54. Destruction of property is bad behavior.

Of course, to our way of thinking, America is tops. Keep your thoughts to yourself, however, when you are in a foreign country. We fought a war, but we didn't have our standard of living lowered, our cities bombed, our houses demolished, our farms turned into battlefields, and our money made worthless. People who have suffered heavy losses don't like to hear their poverty contrasted with American wealth, and the small possessions they have managed to hold on to

contrasted with the fine things that you have back home.

Because you are the best-paid soldier in the world, don't mention your pay to a foreign soldier. Don't flash your roll of greenbacks unless you want to make enemies for yourself and your country.



Figure 55. Don't flash your money in destitute areas.

UNIVERSAL GOOD MANNERS

All over the world, consideration for other people is the basis of good manners. The principles set down in chapter 2 hold good whether you are in London or Paris, Moscow or Constantinople, Calcutta or Shanghai, whether you are with the Melanesians in the swamps of New Guinea or with the Eskimos on the glaciers of Alaska. If you are governed by common sense and the law of kindness, you can't go far wrong wherever you are.

DIFFERENT CUSTOMS

Though basic principles are the same everywhere, each country has its own customs. China, for example, once had 3,000 rules of conduct with the force of law. Don't be alarmed, for you won't have to learn all the rules of any foreign country. Booklets have been prepared to give you what is most important to know about the customs of the countries in which you are stationed. When in doubt, ask your company commander. He knows or will get the information you need. If you keep your mind and your ears and eyes open, you'll be all right.

The main thing to remember is that America is about the most informal country in the world and that you can't be as hail-fellow-well-met anywhere else as you have been at home. In other countries women are apt to be insulted if a strange man speaks to them.



Figure 56. In some countries women are insulted if a strange man looks at them.

The customs of some countries in this respect have been observed by its people for centuries with little change. Should you visit any of these countries, bear in mind that you are a visitor and you will find the people and their customs very interesting.

Don't make fun of customs that are new to you. Your behavior is probably as funny to the Hindu as the Hindu's behavior is to you. Don't laugh at the Mohammedans when they pray five times a day facing their holy city of Mecca. Who are we Americans to ridicule anybody's clothes? Our swallowtail coats, zoot suits, and women's hats are funnier than flowing robes, turbans, and grass skirts. Remember that whatever you say is likely to be understood by some passerby, for everywhere people understand some English.

Foods also vary from country to country. If you persist in sticking to the diet you're accustomed to,

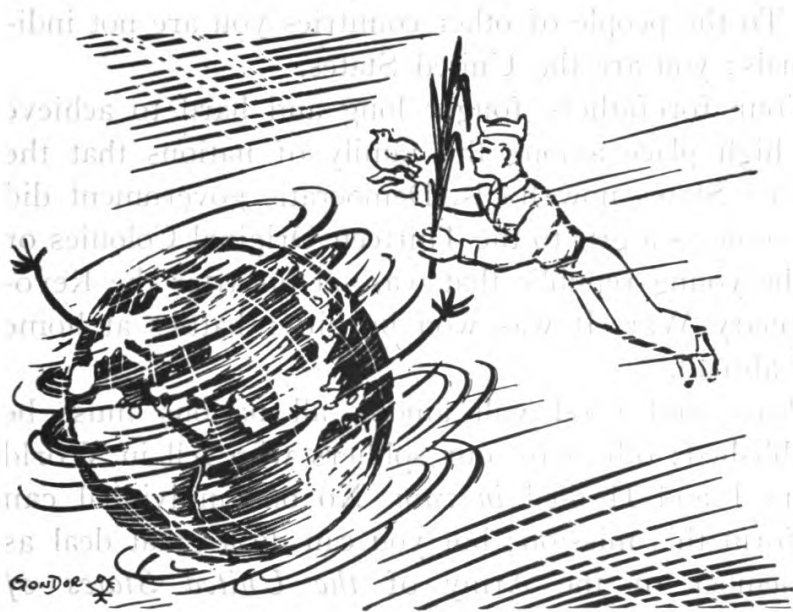


Figure 57. No men ever were given a greater opportunity for world-wide service.

you'll miss a great deal of pleasure. You've noticed that most of the best eating places in America have foreign names. Even the word "chef" came from the French, who have done a great deal to improve the food served in America. The Chinese are said to be the best cooks in the world. You'll be glad if you eat the food foreigners know how to prepare. It's fun to try the native dishes.

Many years ago a writer put it this way: "When you are abroad, live in the manner of the place." In other words, you'll get along better in Rome if you do as Romans do.

AMBASSADORS OF GOOD WILL

Personnel of the United States Army constitute the majority of Americans living abroad. No men ever were given a greater opportunity for world-wide service. To the people of other countries you are not individuals; you are the United States.

Your forefathers fought long and hard to achieve the high place among the family of nations that the United States now holds. Democratic government did not come as a gift to the Thirteen Original Colonies or to the young republic that was set up after the Revolutionary War. It was won by bitter battles at home and abroad.

Peace and good will among all nations must be established; otherwise our soldiers who fell in World Wars I and II died *in vain*. No one individual can perform this mission; but you can do a great deal as a member of the Army of *the United States of America*.

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